

**SCHOOL MANAGER
POSITION DESCRIPTION**

Position Title:	School Manager	Position Number: 2222	Faculty/Division: Engineering, Computer & Mathematical Sciences
Classification:	HEO7	No. Direct Reports 5 & Highest Classified Position: HEO5	School/Branch: School of Civil, Environmental & Mining Engineering
FTE:	Reports to: Head of School	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit:
Position Summary:	<p>The University of Adelaide is a leading research intensive and teaching University comprising five faculties including the Faculty of Engineering, Computer and Mathematical Sciences, which is home to the School of Civil, Environmental & Mining Engineering.</p> <p>The School's world class teaching and research supports high quality undergraduate and postgraduate education and benefits the Australian community by providing outstanding graduates and excellent research facilities in the areas of structural, geotechnical, environmental, water and mining engineering. The School has four main undergraduate degrees and associated combined/double degrees as well as three Masters by Coursework programs.</p> <p>Reporting to the Head of School, the School Manager provides leadership to the professional staff of the School as well as providing oversight of the School's operations, including management of human resources, finance and budgeting, student administrative services, academic support, and facilities management. In addition the School Manager is responsible for ensuring operational compliance with University policies and implementing local procedures.</p>		
Position Characteristics:	Scope	The School's annual operating budget is \$25m which includes research and grant income of \$1.5m. The School has 25 academic and research staff, 12 technical staff and 6 professional staff to assist with administration. Working under limited direction the School Manager supervises the professional staff and oversees a wide range of administrative and accounting functions required for the smooth operation of school activities.	
	Significant internal/external relationships	<ul style="list-style-type: none"> • Head of School • Academic, research, technical and professional staff within the School • Undergraduate and postgraduate students • Faculty staff • Central University Services – ITS, HR, Student Services, Central Finance 	
	Special conditions	Reasonable workplace adjustments will be made for people with a disability. Some out-of-hours work may be required	
	Delegations	Financial and HR delegations prescribed to this position.	

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Key Responsibilities and Outcomes	1	Management of Staff	<ul style="list-style-type: none"> ▪ Provide leadership, direction and supervision to School Office staff including prioritising workloads, review planning, staff training, performance management and professional development ▪ Ensure School Office staff perform in a professional, efficient manner with a strong focus on quality customer service
	2	Executive Support and Advice	<ul style="list-style-type: none"> ▪ Provide executive support to Head of School, School Board and committees ▪ Provide expert advice to the Head of School regarding financial, human resources and administrative issues, and the impact of University policies and procedures upon the School ▪ Assist the Head of School in the preparation of reports, statistical information, position papers and planning documents ▪ Provide support for HR processes by drafting advertisements and position descriptions, coordinating recruitment and arranging appointment and induction of successful applicants
	3	Finance and Budgeting	<ul style="list-style-type: none"> ▪ Ensure financial transactions are processed in accordance with policies and procedures – University, Faculty and School ▪ Exercise control over the School's discretionary funds; advise on and assist with financial planning, budget and forecast projections ▪ Monitor expenditure against budget and forecast and report variances ▪ Assist in planning casual and fixed-term contract teaching requirements giving consideration to workload models ▪ Monitor salaries and leave provisions initiating action where necessary to minimise budget impact ▪ Provide regular budget summaries to grant holders and provide advice in relation to expenditure and acquittal
	4	Student and Academic Administration	<ul style="list-style-type: none"> ▪ Liaise with the Faculty Office to manage administration in relation to student and academic matters ▪ Monitor, develop and implement improved processes to enable delivery of uniform, efficient and quality student services ▪ Coordinate marketing, communications and outreach activities

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	5	Facilities and Resource Management	<ul style="list-style-type: none"> ▪ Manage staff and student access to resources by resolving space, furniture and equipment problems as they arise ▪ Co-ordinate capital purchases and maintain the School's asset register ▪ Oversee production of School publications and website development and review ▪ Ensure efficient records management in accordance with University policies and procedures
Criteria	Capabilities and Behaviours	Strategic Thinking	<ul style="list-style-type: none"> ▪ Supports others in discriminating between important and essential activities. ▪ Identifies the broader impact of problems in own work area and acts to minimise or address these. ▪ Understands the contribution of operational actions to the strategic goals. ▪ Understands underlying problems, opportunities or politics affecting the University.
		Leadership	<ul style="list-style-type: none"> ▪ Takes action to develop personal qualities and skills to manage work pressures and work towards a work/life balance. ▪ Leads projects in areas of responsibility. ▪ Displays a confidence in own ability and a willingness to continually develop own skills and knowledge. ▪ Leads by collaboration and facilitates leadership in own areas of responsibility. ▪ Motivates and coaches team to high performance.
		Managing People	<ul style="list-style-type: none"> ▪ Demonstrates ownership of own area and responsibility for University outcomes. ▪ Recognises and fosters the potential of direct reports. ▪ Communicates broad level objectives and goals to colleagues. ▪ Provides performance feedback, both positive and developmental as soon as possible after the event. ▪ Empowers others by encouraging employee feedback and involvement in team decisions. ▪ Delegates effectively to help people increase their skill and level of responsibility.

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		Continuous Learning	<ul style="list-style-type: none"> ▪ Identifies personal development needs and pursues self development through training and education. ▪ Undertakes regular review of work practices to identify areas for improvement. ▪ Identifies possible solutions to solve an issue when raising it to the next level. ▪ Focuses on continually improving the skills and knowledge of people within their area. ▪ Encourages others to consider and attempt to improve existing systems and processes.
		Teamwork	<ul style="list-style-type: none"> ▪ Provides appropriate information, support and encouragement to enable successful task completion. ▪ Actively participates in team meetings through sharing ideas and contributing to discussions. ▪ Accomplishes shared goals through accepting joint responsibility. ▪ Exercises tact, tolerance and humour to promote team harmony.
	Knowledge and Experience		<ul style="list-style-type: none"> ▪ Significant experience in leading and managing an administrative team which provides service and support to a large diverse client base ▪ Demonstrated experience in the management of budgets and the preparation of financial information ▪ Proven ability to evaluate existing procedures and to manage change and transition processes ▪ Strong high-level communication and interpersonal skills – both verbal and written, with evidence of the capacity to relate to people from a broad range of backgrounds ▪ High level computer literacy
	Qualifications		<ul style="list-style-type: none"> ▪ Degree and/or extensive experience and management expertise
Occupational Health, Safety and Welfare Requirements			<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.

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University Expectations	All staff are expected to: <ul style="list-style-type: none">• Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;• Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions;• Perform their responsibilities in a manner which reflects and responds to continuous improvement; and• Read, understand and comply with all University policies and procedures.	
Approvals: Head of School / Branch Manager	Head of School / Branch Manager Name: Signature: Date:	Director Human Resources Name: Signature: Date:
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:	